

DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

SECOM-D-435

12 January 1979

MEMORANDUM FOR: [REDACTED] STAT
Chairman, NFIB Working Group on Compartmentation

FROM: [REDACTED] STAT
Action Officer

SUBJECT: Apex Security Control System Manuals

1. I have established the following goals for the Working Group which will prepare the Apex Control System Manual and the Apex Control System Industrial Manual:

- 1 February - Complete draft strawman Apex Control System Manual
- 5 February - Assemble Task Force to review completed draft and begin coordination.
- 28 February - SECOM Staff complete draft of strawman Apex Control System Industrial Manual and make available to Task Force to adjust as they continue work on rewrite of basic Control System Manual.
- 30 March - Task Force complete rewrite actions of both Manuals and present to your Working Group to make final review and necessary adjustments.

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- 1 May - Apex Control System Manual and Apex Control System Industrial Manual ready for presentation to the DCI.

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2. [] and I of the SECOM Staff have been engaged in drawing-up a basic outline for formatting the Apex Control System Manual which is attached and submitted for your approval. The Apex Control System Industrial Manual will follow the same general format and will be adapted to accommodate the differing needs for operation of the system in industry. Also attached is a draft offering of the first four sections of the strawman draft (Introduction, Authority, Purpose and Organizational Structure). We feel confident that drafting of the remaining sections will be met by the proposed benchmark date of 1 February.

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3. It is our current intent to involve representatives from DIA, Navy, [] NSA, CIA, Army and Air Force in our task force effort. Please let me know if you feel we should add others.

4. We hope to be able to create an unclassified set of Manuals in the accomplishment of this task. Already we have been warned by some wary souls that this is impossible. Also, pause has been expressed over the creation of one system to control both operational and product materials even though they follow parallel courses and, hopefully, will be generally separated from each other. We still see the Manual as being a document which will be general and administrative in nature and devoid of any substantive operational or intelligence detail and, thus, capable of ending up as unclassified documents. To some extent, our ability to do this will be dependent on firm decisions to the effect that project names and product codeword indicators are unclassified, that judgments on the overt/covert nature of some national collection activities are dealt with, and on the ability of some players in the compartmented arena to be objective when reviewing their own activities and their true - and not imagined - requirements for protection.

5. It is our hope that we will be able to construct documents which are sufficiently instructive in nature to give complete guidance on how to operate the oncoming system without falling victim to turning them into "how to" bibles. Although we have developed a number of Section headings in our outline, we do not feel that we have strayed from the initial objective.

6. Ancillary to this task we envision laboring on construction of an Apex briefing program - which probably should only deal with the gross areas which will be lumped into the program and avoiding any identification of specific operational programs or - and a review of the myriad of forms now in use in the Community in an attempt to develop some commonality. 25X1

7. As you can appreciate we will continue to be dependent on decisions emanating from other task forces for the final form of our manuals. Our approach will be to work with what we have now in our original casting and adjust manual sections as other positions are reached.



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Attachments:

Draft Outline
First Four Sections of Manual

APEX CONTROL SYSTEM MANUAL

- I. INTRODUCTION
- II. AUTHORITY
- III. PURPOSE
- IV. ORGANIZATIONAL STRUCTURE
- V. DESCRIPTION OF SYSTEM
 - a. MATERIALS PLACED IN SYSTEM
 - b. INITIAL ACCESS TO SYSTEM AND INDOCTRINATION
 - c. ACCESS TO INDIVIDUAL COMPARTMENTS WITHIN THE
CONTROL SYSTEM
 - d. ACCESS CEILINGS
 - e. SECRECY AGREEMENTS
- VI. ESPECIALLY SENSITIVE MATERIAL
 - a. DESCRIPTION OF MATERIAL
 - b. ACCESS PROCEDURES
 - c. DISSEMINATION CONTROL (BY NAMED DISTRIBUTION ONLY)
 - d. SENSITIVITY REVALIDATION PROCEDURES (RETENTION,
REMOVAL TO APEX, DECOMPARTMENTATION, ETC.)
- VII. SECURITY STANDARDS FOR ACCESS APPROVAL
 - a. NEED-TO-KNOW POLICY
 - b. APPROVAL AUTHORITY

- c. AUTHORITY TO APPROVE INDIVIDUAL ACCESSES
- d. PERSONNEL SECURITY STANDARDS (COMPLIANCE WITH DCID 1/14 STANDARDS)
- e. CHANGE IN PERSONAL STATUS (NAME CHANGE, MARRIAGE, DIVORCE, ETC.)
- f. CONTACTS OR ASSOCIATION WITH FOREIGN NATIONALS, FOREIGN GOVERNMENTS, ALIEN MARRIAGES)
- g. TRAVEL AND DUTY ASSIGNMENT RESTRICTIONS (DCID 1/20)

VIII. PHYSICAL SECURITY

- a. CONSTRUCTION AND PROTECTION STANDARDS
- b. ACCREDITATION OF FACILITIES
- c. CENTRAL REGISTRY OF APPROVED FACILITIES
- d. INSPECTIONS
- e. EMERGENCY PLANS

IX. TECHNICAL SECURITY

- a. AUDIO COUNTER MEASURES
- b. EMANATIONS CONTROL (TEMPEST)
- c. COMPUTER SECURITY

X. CENTRAL REGISTRY OF ACCESS APPROVALS AND CERTIFICATIONS

- a. ACCESS APPROVAL CENTRAL REGISTRY
- b. INFORMATION UPDATES
- c. CERTIFICATION REQUIREMENTS AND METHODS

XI. SECURITY CLASSIFICATION AND CONTROL GUIDELINES

- a. BASIC GUIDANCE
- b. DECOMPARTMENTATION
- c. DOWNGRADING
- d. SANITIZATION
- e. CHALLENGES TO CLASSIFICATION LEVELS AND CONTROL RESTRICTIONS

XII. CONTROL STANDARDS AND PROCEDURES

- a. CLASSIFICATION LEVELS
- b. LABELING (STAMPING, MARKING)
- c. POUCHING OF SENSITIVE MATERIALS
- d. ELECTRICAL TRANSMISSIONS
- e. DOCUMENT COVER SHEETS
- f. STORAGE/CUSTODY
- g. REPRODUCTION OF DOCUMENTS - RESTRICTIONS ON REPRODUCTIONS
- h. RECEIPTS
- i. DOCUMENT DESTRUCTION - RECORDS
- j. DOCUMENT ACCESS RECORD

k. *ACCOUNTABILITY*

XIII. PROCEDURES FOR CONTROL OF OTHER HARD COPY DOCUMENTS

- a. AUTOMATIC DATA PROCESSING (COMPUTER SYSTEMS, MAGNETIC TAPES, COMPUTER CARDS, ETC.)
- b. FILM/PHOTOGRAPHIC MATERIALS
- c. MICROFICHE/MICROFILM

XIV. CONTRACTOR/CONSULTANT ACCESS

- a. GENERAL GUIDELINES
- b. RESTRICTIONS ON ACCESS

XV. CONGRESSIONAL ACCESS

- a. POLICY
- b. TESTIMONY AND BRIEFINGS BEFORE CONGRESS
- c. RELEASE OF DOCUMENTS

XVI. RESPONSIBILITIES OF APEX CONTROL AND SECURITY OFFICERS

- a. DUTIES OF ACO (DOCUMENT CONTROL, INVENTORY, DISSEMINATION)
- b. DUTIES OF ASO (SECURITY VIOLATIONS/COMPROMISES - BRIEFINGS/DEBRIEFINGS, SECURITY EDUCATION)

XVII. SECURITY VIOLATIONS/COMPROMISES

- a. RESPONSIBILITY TO REPORT
- b. INVESTIGATING RESPONSIBILITY
- c. CORRECTIVE ACTION
- d. CENTRAL REPOSITORY

INTRODUCTION

This Manual supercedes all manuals previously prepared and issued to provide guidance on the control of Sensitive Compartmented Information (SCI). All such manuals protecting various categories of SCI will be considered obsolete with publication of this manual and should be destroyed in accordance with procedures established by each individual system.

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PURPOSE

The purpose of the APEX Control System Manual is to provide standard procedures and guidance for the protection of all SCI involving sensitive intelligence collection programs or derived intelligence which have been determined by the DCI to fall in the category of a Special Access Program as defined in Section 4-2 of Executive Order 12065.

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